



USAID
FROM THE AMERICAN PEOPLE

ISSUANCE DATE: MAY 06, 2016

CLOSING DATE: MAY 20, 2016 LOCAL TIME (KOSOVO) 17:00 PM

**SUBJECT: SOLICITATION NUMBER SOL-167-16-000004
PERSONAL SERVICE CONTRACTOR
WRITING SPECIALIST/EDITOR
PRISTINA, KOSOVO**

**NOTE: THIS IS A RESIDENT HIRE POSITION OFFERED UNDER A
USAID PERSONAL SERVICES CONTRACT (PSC).**

Ladies and Gentlemen:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications for *Writing Specialist/Editor* position. This position is open to individuals who meet all of the following criteria of a Resident Hire:

Resident hire means a U.S. citizen who, at the time of hire as a PSC, resides in the cooperating country as:

- a spouse or dependent of a U.S. citizen employed by a U.S. government agency or under any U.S. government-financed contract or agreement,
- or for reasons other than for employment with a U.S. government agency,
- or under any U.S. government-financed contract or agreement.

A U.S. citizen for purposes of this definition also includes persons who at the time of contracting are lawfully admitted permanent residents of the United States.

U.S. resident alien means a non-U.S. citizen lawfully admitted for permanent residence in the United States.

Abroad means outside the United States and its territories and possessions.

Submittals shall be in accordance with the attached information at the place and time specified above. Interested Applicants must submit all the materials required by the solicitation, which includes but is not limited to:

1. A cover letter, inclusive of the candidate's experience in the relevant field, which should address how the candidate meets each of the requirements. The cover letter should not to exceed three (3) pages;
2. A current resume/curriculum vitae (CV) and three (3) to five (5) references, who are not family members or relatives, with telephone and email contact information. The CV/resume must contain sufficient relevant information to evaluate the application in accordance with

the stated evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria. The Applicant's references must be able to provide substantive information about his/her past performance and abilities. USAID/Kosovo reserves the right to obtain relevant information from previous employers concerning the Applicant's past performance and may consider such information in its evaluation; and

3. A completed and hand-signed federal form AID 302-3. **Applicants are required to sign the cover letter, the resume/CV, and the certification at the end of the AID 302-3. Applications that are received without signatures will not be considered for the position** (forms can be downloaded from: www.usaid.gov/forms/).

To be considered for the position, a candidate must meet all of the eligibility requirements listed under Selection Factors in the solicitation. The complete application must be e-mailed to the submission address specified in the solicitation. Consideration and selection will be based on a panel evaluation of the applications in accordance with the Evaluation Criteria in the solicitation.

Applicants should retain for their records copies of all enclosures which accompany their applications. All applications and the required documents must be submitted via internet as an email attachment as follows:

Send complete applications to mkepuska@usaid.gov. Please cite the solicitation number and position title within the subject line of your email application. Any attachments provided via email shall be formatted in one single PDF document in the following order: (1) cover letter, (2) resume/CV (with references), and (3) signed AID 302-3.

Any questions in response to this solicitation must be directed to:

Mimoza Këpuska
HR Specialist

This solicitation does not represent a commitment on behalf of USAID and it is subject to availability of funds. The U.S. Government is not obligated to make an award or to pay for any costs associated with the preparation and submission of a proposal in response to this solicitation.

USAID/Kosovo anticipates awarding one (1) contract as a result of this solicitation, subject to availability of funds.

Sincerely,

Joseph Sidari
Executive Officer

SOLICITATION NUMBER: SOL-167-16-000004

ISSUANCE DATE: May 06, 2016

CLOSING DATE: May 20, 2016 by 17:00 pm Local Time (Kosovo)

POSITION TITLE: Writing Specialist/Editor

MARKET VALUE: GS-12 equivalent (\$ 62,101 - \$ 80,731 per annum)

PERIOD OF PERFORMANCE: One year with an option for renewal, subject to the availability of funds and agency/mission requirements.

PLACE OF PERFORMANCE: Pristina, Kosovo

AREA OF CONSIDERATION: US Citizens

I. BACKGROUND:

The USAID Mission for Kosovo (USAID/Kosovo), located in Pristina, manages one of the most important and complex assistance programs in the region. Valued at \$140 million, this portfolio covers a diverse range of programmatic areas including rule of law, private sector growth, education and energy. In-line with USG and Kosovo priorities, USAID/Kosovo's four-year strategic plan envisages Kosovo as an effective state, with a viable economy and an inclusive democracy on the path to European integration.

USAID/Kosovo seeks to hire a Writing Specialist/Editor to work collaboratively with the Development Outreach and Communications (DOC) team within the Program and Policy Office (PPO). Her/his primary task will be to provide quality control for Mission-generated documents, briefing materials and other written outputs (internal and external). S/he will be involved in the modification, finalization and eventual approval of all written outputs. This will include extensive editing and also assist the Mission in establishing best practices as it relates to documents generated for internal and external consumption.

II. KEY ROLES FOR THE WRITING SPECIALIST/EDITOR ARE:

The Writing Specialist/Editor will provide expertise in synthesizing and merging editorial comments and bring exceptional writing skills to USAID/Kosovo. Specifically, s/he will be a gatekeeper for internal and external documents, packages and memos. The candidate will be expected to edit on the basis of American English-language grammar rules, review for clarity and concise wording, and ensure USAID guidelines are followed. Exceptional writing and editing skills editing will need be applied.

S/he will work with the DOC Specialist to develop an annual work plan taking into consideration when major Mission documents are due to USAID/Washington. It is also expected that a high volume of the Writing Specialist/Editor's work will be demand-driven. As a speechwriter, s/he will be expected to ensure that speeches given by Mission personnel

are on topic, incorporate the Mission's vision and themes of emphasis, speak to the target audience, and are dynamic instruments of communication.

Additionally, s/he will be expected to ensure that all written outputs meet USAID formatting guidelines and are sent through the proper clearance channels within USAID/Kosovo and with Washington counterparts as applicable.

III. MAJOR RESPONSIBILITIES:

1. Write and/or edit speeches, talking points, blogs, success stories, press releases and other communications as needed for Senior Mission Management and in support of USAID-sponsored public events.
2. Write and/or edit speeches, talking points, briefers and other material for the Ambassador (or other USG representative) in conjunction with the representative's participation in a USAID- sponsored event.
3. Set standards for all Mission-generated documents by ensuring the substance of the memos meet USAID protocol and procedure guidelines and are efficient, clear and complete.
4. Prepare templates for documents generated on a regular basis and assist teams in its usage.
5. Draft useful tip sheets about good practices for internal use.
6. Serve as a USAID/Kosovo DOC editor and writer, providing quality control on all documentation.
7. Write, edit, and review material for the USAID/Kosovo website and other social media outlets such as Facebook, Twitter, etc.
8. Write Success Stories, articles, brochures, and other written materials requested/required by USAID/Washington or Mission management.
9. Support PPO by proofing staff-written materials, and providing quality control to Mission-generated documents and reports.
10. Prepare a Mission e-newsletter on a bi-weekly basis that highlights USAID's project interventions, development issues, and successes.

IV. QUALIFICATIONS AND SELECTION CRITERIA

EDUCATION (15 POINTS): The incumbent must have a Bachelor's Degree in English Language, Literature, Journalism or related field.

WORK EXPERIENCE (30 POINTS):

- Strong editing skills and experience in the English language is required.
- A minimum of five (5) years of progressively responsible and relevant work experience is required.
- Prior knowledge in preparing USAID documents or related experience is desired.
- Experience working with donor institutional structures is desirable. Knowledge and/or experience with USAID procedures, guidance and policies is also highly desired.

INTERPERSONAL AND COMMUNICATION SKILLS (30 POINTS):

- Excellent interpersonal skills are required. Must be able to work collaboratively with a wide-variety of individuals and teams of all professional levels and diverse experience.
- Excellent English writing, editing and speaking skills, as well as an ability to process information from a wide variety of sources into cohesive, polished documents is required. A writing sample will be required.
- Must be detail oriented, responsible, committed to success, collaborative and comfortable with change.

SKILLS AND ABILITIES (25 POINTS):

- Demonstrated aptitude for understanding complex issues and the ability to translate and simplify them for key audiences.
- Demonstrated ability to produce high-quality written materials with excellent editing and proofreading skills
- Highly flexible and comfortable working with ambiguity, frequently changing timeframe, and short deadlines
- Ability to manage multiple projects at the same time
- Proven ability to meet deadlines; must be able to draft speeches in a fast-paced, deadline-driven environment
- Applicants must be native English speakers.

V. SUPERVISION AND MANAGEMENT RESPONSIBILITIES

The Specialist will have no direct supervisory responsibilities and will report to the Development Outreach and Communications Specialist in USAID's Program and Project Development Office. However, the Writer/Editor will have ample discretion in setting priorities and is expected to work independently and collaborate with the teams when developing documents for their direct use.

I. REQUIREMENTS

Security and Medical Clearance

The final selected candidate must be able to obtain Security clearance for work within a reasonable period of time (USAID will provide details regarding the clearance to the selected candidate after selection). If such clearance is not obtained within a reasonable time or negative suitability issues are involved, any offer made may be rescinded. Details of how to obtain such clearance will be provided after selection and acceptance of the job offer. The candidate must obtain required medical clearance.

II. INSTRUCTIONS TO APPLICANTS

Interested Applicants must submit all the materials required by the solicitation. These documents include a cover letter [not to exceed three (3) pages]; a current resume/CV containing the information contained in Section V which clearly demonstrates the Applicant's education, experience, knowledge, skills, abilities, and accomplishments as they relate to the selection criteria outlined and the Duties and Responsibilities of the position. The hand-signed federal form AID 302-3 (forms can be downloaded from: www.usaid.gov/forms/).

A. Personal Information:

Full name, mailing address (with zip code), email address, day and evening phone numbers, social security number, country of citizenship, highest federal civilian grade held (also give job series and dates held);

B. Education:

School names, city and state, majors, type and year of any degrees received;

C. Work Experience:

Provide the following information for your paid and non-paid work experience related to the job for which you are applying (do not send job descriptions); job title (includes series and grade if federal job), duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month and year), hours per week, basic salary. Indicate if we may contact your current supervisor; Applicants should note that the salary history for the purposes of form AID 302-3 is the base salary paid, excluding benefits and allowances such as housing, travel, educational support, vehicle use, etc.;

D. Other Qualifications:

Other pertinent information related to the qualifications required for the position, as noted above including job-related training courses (title & year), job-related skills; for example, other languages, computer software/hardware, job related certificates and licenses (current only), job related honors, awards, and special accomplishments, for example, publications, memberships in professional or honor societies, leadership, activities, public speaking and performance awards (give dates but do not send documents unless requested);

E. References:

Applicants must provide a minimum of three (3) and a maximum of five (5) recent professional references (within the last 5 years), who are not family members or relatives, with telephone and email contact information. The Applicant's references must be able to provide substantive information about his/her past performance, skills, abilities and interpersonal skills. USAID/Kosovo reserves the right to obtain relevant information from previous employers concerning the Applicant's past performance and may consider such information in its evaluation; and

F. Date of availability:

It is expected that the selected candidate will begin work within 15 days of receipt of security clearance. Candidate must provide its date of availability to begin assignment in USAID Pristina, Kosovo.

Applicants should retain for their records copies of all enclosures which accompany their applications. All applications and the required documents must be submitted via internet as an email attachment as follows:

Send complete applications to mkepuska@usaid.gov and fradoniqi@usaid.gov. Please cite the solicitation number and position title within the subject line of your email application. Any attachments provided via email shall be formatted in one single PDF document in the following order: (1) signed cover letter, (2) signed resume/CV (with recent references), and (3) signed AID 302-3.

Interested candidates must send the documents outlined above via the internet, to the attention of the address indicated above. E-mail must be received by the closing date and time specified in the cover letter.

The final compensation will be negotiated within the listed market value based on the successful candidate's salary history, work experience, and educational background. **Salaries over and above the top of the pay range will not be entertained or negotiated.**

NOTE:

This position requires the submission of complete forms and/or supplemental materials as described herein above. Failure to provide the required information and/or materials will result in your not being considered for employment. The Applicant must sign the cover letter, resume/CV, and the AID 302-3. Please note that **incomplete and/or unsigned applications will NOT be considered**. To ensure that the application is considered for the intended position, please reference the solicitation number and title of position on your application and as the subject line in any cover letter.

III. BENEFITS

Resident Hire PSCs are eligible for benefits listed below:

A. Benefits

- Employee's FICA Contribution
- Contribution toward Health & Life Insurance
- Pay Comparability Adjustment
- Eligibility for Worker's Compensation
- Annual & Sick Leave

Note: PSCs are not exempt from payment of Federal Income Taxes